

COMMISSION ON TEACHER CREDENTIALING

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Sacramento, California 95814-4213
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OFFICE OF THE EXECUTIVE DIRECTOR



03-0011

DATE: May 7, 2003

TO: All Individuals and Groups Interested in the Activities of the California
Commission on Teacher Credentialing

FROM: Dr. Sam W. Swofford
Executive Director

SUBJECT: Implementation of Standards of Quality and Effectiveness for Single Subject-
Subject Matter Preparation Programs in English, Mathematics, Science and Social
Science

New Standards of Quality and Effectiveness for Single Subject-Subject Matter Preparation Programs in Science, Social Science, English, and Mathematics were adopted by the Commission on January 9, 2003. The Commission also adopted a two-year Implementation Plan for the transition of all approved Single Subject-Subject Matter Preparation Programs to these new standards within the time frame specified by the Commission.

During the two-year implementation period from July 1, 2003, to July 1, 2005, all currently approved Single Subject-Subject Matter Preparation Programs will be required to submit program documents to the Commission demonstrating how each program meets the applicable new Single Subject-Subject Matter Standards. In order to assist currently approved programs to meet this timeline, the Commission will be providing technical assistance prior to and during the implementation phase.

A. Transition Guidelines

The guidelines provided below outline the timelines for accepting candidates into currently approved Single Subject-Subject Matter Preparation Programs, as well as the time period for candidates to complete the currently approved preparation programs. Guidelines are also provided for making the transition during the implementation period from the currently approved programs to programs that meet the new standards.

Timelines for Single Subject-Subject Matter Preparation Program Approval

The beginning date for the earliest program approval under the new standards will be October 2003.

<u>Program Event</u>	<u>Candidate Options</u>
Once the “new” program is approved, no new candidates are admitted to the “old” program.	Candidates are admitted to the new program only.
For programs not yet approved, the last date to admit candidates to the “old” program is 6/30/05.	The last date candidates may be admitted to the “old” program is 6/30/05. Candidates must complete an “old” program by 7/1/09.

Timelines for Blended Program Accreditation

The beginning date for the earliest program approval under the new Single Subject-Subject Matter standards (English, mathematics, science, social science) will be October, 2003. This date takes into account the timeline for conversion to the new teacher preparation and Single Subject-Subject Matter standards. All teacher preparation programs must be approved under SB 2042 standards by 12/31/03. Programs must meet the new Single Subject-Subject Matter, Professional Teacher Preparation, and the Blended Program Standards, inclusive if they wish to offer the blended program.

<u>Program Event</u>	<u>Candidate Options</u>
Once the teacher preparation program is accredited under the SB 2042 teacher preparation standards, no new admissions are made to the "old" teacher preparation program component. The last date to admit candidates to the “old” blended program is 12/31/05.	New candidates are admitted to the new teacher preparation component only. Continuing candidates may stay in the “old” teacher preparation program or transfer to the SB 2042 program (institution to provide appropriate transition).
Candidates may not be admitted to blended programs with “old” Single Subject-Subject Matter components in English, mathematics, science, and social science after 6/30/05.	The last date candidates may be admitted to the “old” single subject program is 6/30/05. Enrolled candidates must complete a blended program with an “old” subject matter component by 7/1/10.

B. Submission Dates and Submission Guidelines for Program Documents

Responding to the new Single Subject-Subject Matter Standards

The Commission has established a series of dates spanning the two-year implementation period from October 1, 2003 through March 1, 2005 for the submission of program documents. Program sponsors may request the submission date that best fits their individual situations. While the Commission will make every effort to accommodate program sponsors' preferred submission date, some submission dates may need to be adjusted in order to facilitate the document review process. The proposed document submission dates are:

October 3, 2003	June 1, 2004
January 5, 2004	August 2, 2004
March 2, 2004	November 2, 2004
	March 1, 2005

Program sponsors should note that submission of program documents does not constitute program approval. After the program documents are submitted, a panel of qualified peer readers will review the documents. The normal turnaround time for completion of a document review process is approximately three to four months. Program sponsors should also note that regardless of the date that program documents are submitted to the Commission, the timelines for program implementation provided in paragraph (A) above will remain the same. Program sponsors should be advised that waiting until the last possible submission date could potentially result in a temporary loss of program approval if the program document should need substantial revisions. To avoid a lapse of approved program status, the latest date for implementing a new program by Commission action is July 1, 2005.

Attached to this coded correspondence are the Submission Guidelines for preparing and submitting new program documents to the Commission.

C. Technical Assistance

The Commission held technical assistance workshops during April 2003 and will be providing technical assistance across the state to program sponsors, during May, 2003, and subsequently as needed. This technical assistance includes training on how to develop high quality program responses to the new standards. Information meetings will be held by the Commission regionally throughout California. An attachment to this coded correspondence provides a fax registration for the meetings. The registration form and materials for the meetings will also be posted with the announcement on the Commission web site (www.ctc.ca.gov) for downloading.

Single Subject-Subject Matter Technical Assistance Meetings	
April 28, 2003 @ CCTC from 10 a.m. to 3.p.m.	1900 Capitol Avenue Sacramento, CA
April 29, 2003 @ University of San Diego from 10 a.m. to 3.p.m.,	5998 Alcala Park, Institute for Peace and Justice, Rm. 249 San Diego, CA
May 7, 2003 @ Riverside County Office of Education from 10 a.m. to 3.p.m.	3939 13th Street, Admin Bldg., Boardroom, 4th Floor Riverside, CA
May 9, 2003 @ San Jose State University from 10 a.m. to 3.p.m.	1 Washington Square, Sweeney Hall, Rm 331 San Jose, CA
May 12, 2003 @ Club One (next to Fresno County Office of Education) from 10 a.m. to 3.p.m.	1033 Van Ness Avenue, Show Room Fresno, CA
May 13, 2003 @ Pepperdine University from 10 a.m. to 3.p.m.	400 Corporate Pointe, Plaza Rm. 131 Culver City, CA

D. Establishing the Pool of Qualified Reviewers of Program Responses

The Commission will be soliciting qualified reviewers to review the program documents submitted. A letter inviting nominations for reviewers will be sent out during May 2003, and will be posted on the Commission's web site at www.ctc.ca.gov. The selection of reviewers will be completed by June 30, 2003.

E. Single Subject-Subject Matter Examination Alternative

The California Subject Examinations for Teachers (CSET) in English, Mathematics, Science, and Social Science have been developed as an alternative to completing an approved program of course work and are being administered through National Evaluation Systems. Detailed information on the examinations can be found in Coded Correspondence 02-0008. Information on these examinations can also be obtained at www.cset.nesinc.com.

Questions

If you have questions concerning the implementation of new Single Subject-Subject Matter Standards, please call Helen Hawley of the Commission's Professional Services Division between 9 a.m. and 5 p.m. Monday through Friday at (916) 445-8778. You may also email your questions to hhawley@ctc.ca.gov.

SUBMISSION GUIDELINES

For

Documents Prepared To Standards Adopted By

The Commission On Teacher Credentialing

FOR PROGRAMS OF

Single Subject-Subject Matter Preparation



April 13, 2003

California Commission on Teacher Credentialing

Professional Services Division

1900 Capitol Avenue

Sacramento, CA 95814

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Introduction

In January 2003 the California Commission on Teacher Credentialing adopted new Standards of Quality and Effectiveness for the Subject Matter Requirement for the Single Subject Teaching Credentials in English, mathematics, science and social science. In addition, it adopted an Implementation Plan for transitioning to the new standards. The implementation plan sets out timelines and processes for program document submissions and technical assistance. This document is intended to supplement that plan by providing specific information to program sponsors on how to submit documents for review and approval.

Program sponsors have approximately two years to transition from current to new standards of quality and effectiveness for Single Subject-Subject Matter Programs in English, mathematics, science and social science. Each sponsor is being asked to select from among seven submission deadlines during the period October 2003 through March 2005. This must be done in writing by May 30, 2003, on forms provided by the CCTC. All program documents will be reviewed by statewide teams of peer reviewers selected from among qualified K–12 and IHE professional educators. It should be noted that each program of Single Subject-Subject Matter Preparation for the Single Subject Credentials in English, mathematics, science and social science must be submitted for review by the statewide panel.

Technical assistance will be provided by Commission staff to program sponsors during the transition. CCTC staff will provide technical assistance training in at least six locations across the state during April and May 2003. Specific information about initial training dates and locations in their region can be obtained on the CCTC website, www.ctc.ca.gov.

Information about transition timelines for candidates, sunset dates for currently approved programs, and preconditions will be provided by the Commission through Coded Correspondence and additional program transition documents as it becomes available. Program sponsors should check the Commission website frequently for updates.

SUBMISSION GUIDELINES FOR SINGLE SUBJECT-SUBJECT MATTER PROGRAM DOCUMENTS

To facilitate the proposal review and approval process, Commission staff has developed the following instructions for organizations submitting documents for approval of Single Subject-Subject Matter Programs. It is essential that these instructions be followed accurately. Failure to comply with these procedures can result in a proposal being returned to the prospective program sponsor for reformatting and/or revision prior to being forwarded to program reviewers.

Transmittal Instructions

Sponsoring agencies are required to submit **three printed and bound notebook copies** of their proposal(s), **and one unbound copy** to the following address:

California Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95814

Attention: Helen Hawley

In addition, **one electronic CD ROM copy of the proposal text** (including supporting evidence where possible) should be submitted to:

Helen Hawley: hhawley@ctc.ca.gov

This electronic submission should be in Microsoft Word, or a Microsoft Word compatible format. Some phases of the review process will involve secure web-based editing. To facilitate this process, please leave no spaces in the name of your document, and be sure that the name of the file ends in ".doc" (example: CCTCBlendeddocument.doc).

Submittal Deadlines

There are seven opportunities during which to submit proposals for review and approval. The submittal deadlines are:

October 1, 2003	August 2, 2004
January 5, 2004	November 2, 2004
March 2, 2004	March 1, 2005
June 1, 2004	

Additional materials including the required Transmittal Cover Sheet are included as an appendix to this document.

Transmittal Documents

Sponsoring agencies should send the Sponsoring Organization Transmittal Cover Sheet with the original signatures of the program contacts and chief executive officer along with their proposal(s).

In addition, each of the four copies of each proposal should begin with a copy of the Sponsoring Organization Transmittal Cover Sheet (see the Appendix for a blank copy).

Proposal Organization

Blended Program sponsors are reminded that they must have an approved Subject Matter Preparation Program for the Single Subject Preliminary Credential and an approved Professional Teacher Preparation Program for the Single Subject Preliminary Credential in order to apply for approval for a Blended Program. The transition timeline for blended programs is the same as for single subject programs; all submissions must adhere to the 7/1/03-7/1/05 timeframe to avoid interruption in approved program admissions. Program sponsors may submit a Blended Program proposal at the same time as a single subject-subject matter program submissions.

Each proposal must be organized in the following order:

1. Transmittal Cover Sheet
2. Table of Contents
3. Responses to Each Standard, including the Common Standards.

The response to the standards must:

- be tabbed/labeled to help guide the reviewers,
- have numbered pages,
- include a matrix identifying which courses meet which standards to address the pre-conditions, and
- provide supporting evidence, included after each response or organized into appendices. Evidence should be cross-referenced in the response and appendices *must* be tabbed for easy access by reviewers.

Responding to Standards

Program proposals should provide sufficient information about how the program intends to deliver content consistent with each standard so that a

knowledgeable team of professionals can determine whether each standard has been met by the program.

The written text may be organized in a variety of ways. Whatever the organizational format, the text must address the standard itself and all required elements. *Responses that do not address each standard and all of its required elements will be considered incomplete.*

Responses should not merely reiterate the standard. They should demonstrate how the standard will be met by describing both the content and processes that will be used to implement the program, and by providing evidence to support the explanation.

The goal in writing the response to any standard should be to describe the proposed program clearly enough for an outside reader to understand what a prospective teacher will experience, as he or she progresses through the program, in terms of depth, breadth, and sequencing of instructional and field experiences, and what he or she will know and be able to do and demonstrate at the end of the program. Review teams will then be able to assess the responses for consistency with the standard, completeness of the response, and quality of the supporting evidence.

Some examples of evidence helpful for review teams include:

- Charts and graphic organizers to illustrate program organization and design
- Descriptions of faculty qualifications, including vitae for full time faculty
- Course or module outlines, or showing the sequence of course topics, classroom activities, materials and texts used, and out-of-class assignments
- Specific descriptions of assignments and other formative assessments that demonstrate how prospective teachers will reinforce and extend key concepts and/or demonstrate an ability or competence
- Documentation of materials to be used, including tables of contents of textbooks and identification of assignments from the texts, and citations for other reading assignments.
- Current catalog descriptions.

Lines of suitable evidence will vary with each standard.

Packaging Your Submission for Shipment to the Commission

Please keep the following guidelines in mind:

- Do not use foam peanuts as packaging material

- Do not overstuff the individual binders. Use two binders if necessary.
- Do not overstuff the individual boxes in which the binders are packed, as these may break open in shipment.

Transition Issues

The program contact identified on the Transmittal Cover Sheet will be informed electronically and by mail as changes occur. Program sponsors are strongly urged to consult the CCTC website at www.ctc.ca.gov for updates relating to the implementation of new single subject-subject matter standards.

Preconditions. There are preconditions for each set of Single Subject-Subject Matter Preparation Standards. They may vary slightly.

Common Standards Responses. The first ten standards in all single subject areas are known as the “Standards Common to All.” These standards are the same for all single subject areas but should be addressed as they relate to each single subject-subject matter program.

APPENDIX: Transmittal Cover Sheet

***Single Subject-Subject Matter Program Sponsor – Transmittal
Cover Sheet***

Page 1 of 2

1) Sponsoring Organization:

Name _____

2) **Submission Type(s)** Place a check mark in the appropriate box.

English Subject Matter Preparation	
Mathematics Subject Matter Preparation	
Science Subject Matter Preparation	
Social Science Subject Matter Preparation	

3) **Program Contacts:**

1. Name _____

Title _____

Address _____

Phone _____ Fax _____

E-mail _____

Single Subject Program Sponsor - Transmittal Cover Sheet

Page 2 of 2

2. Name _____

Title _____

Address _____

Phone _____ Fax _____

E-mail _____

4) Chief Executive Officer (*President or Provost; Superintendent*):

Name _____

Address _____

Phone _____ Fax _____

E-mail _____

***I Hereby Signify My Approval to Transmit This Program Document to the
California Commission on Teacher Credentialing:***

CEO Signature _____

Title _____

Date _____

Single Subject Matter Preparation Program Response to Standards

PROGRAM SPONSOR (Name of Institution and Department)

Please fill out the requested information below to help us plan for providing technical assistance in a timely manner.

Contact Person: _____ **Title:** _____

Department: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Please indicate the subject area for which you are submitting a program proposal document:

English _____ Mathematics _____ Science _____ Social Science _____

Please indicate when you intend to submit program documents responding to the new Single Subject Matter Preparation Standards: Rank your first four choices from the time frames provided below (1 = first choice, 4 = last choice):

Submission responding to the Single Subject Matter Preparation Standards by:

☐ October 3, 2003

☐ January 5, 2004

☐ March 2, 2004

☐ June 1, 2004

☐ August 2, 2004

☐ November 2, 2004

☐ March 1, 2005

Please mail or fax this form

Submit to: Helen Hawley
Commission on Teacher Credentialing
1900 Capitol Ave.
Sacramento, CA 95814
Fax (916) 324-8927

THIS FORM HAS TWO PAGES

Blended Teacher Preparation Program Response to Standards

PROGRAM SPONSOR (Name of Institution and Department)

Please fill out the requested information below to help us plan for providing technical assistance in a timely manner.

Contact Person: _____ **Title:** _____

Department: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

If you are presently operating any CLAD Emphasis program(s) as part of your Blended Program(s), please indicate the type of response you will be submitting:

_____ SB 2042 only (includes AB 1059 authorization)

_____ SB 2042 "Plus" (includes AB 1059 authorization plus CLAD Certificate)

Please indicate when you intend to submit program documents responding to the new Blended Program Standards: Rank your first four choices from the time frames provided below (1 = first choice, 4 = last choice):

Submission responding to the Blended Program Standards by:

☐ October 3, 2003

☐ January 5, 2004

☐ March 2, 2004

☐ June 1, 2004

☐ August 2, 2004

☐ November 2, 2004

☐ March 1, 2005

Please mail or fax this form not later than May 30, 2003.

Submit to: Phyllis Jacobson
Commission on Teacher Credentialing
1900 Capitol Ave.
Sacramento, CA 95814
Fax (916) 327-3165